



## CHECKLIST FOR NEW RESIDENTIAL BUILDING PERMIT

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### NEW RESIDENTIAL PERMIT REQUIREMENTS

#### PAPER COPIES ONLY OF THE FIRST 3 ITEMS BELOW

- Completed Building Permit Application
- Utility Service Application
- One complete set of 24x36 paper plans stamped by an architect and engineer must include the following:
  - Engineer's or Architect's Wet stamp on Foundation and Structural Frame Plans
  - Elevation Drawing to determine building height
  - Lot Coverage Calculations, include on plans
  - (Maximum plan size is 24"x36")

#### ABOVE AND BELOW ITEMS MUST BE INCLUDED ON 2 THUMB DRIVES

- Manuals JDS
- Complete set IECC documents
- Soil Report
- Drainage Plan—must be no larger than 8 ½" x 14"\* in size unless 11"x17" is needed – (See attached requirements)
- Site Plan/Plot Plan—must be no larger than 8 ½" x 14"\* in size unless 11"x17" is needed. (See attached requirements)
- Architectural Review Approval Letter (required in certain developments)

#### Design Information:

Codes: International Residential Code 2015  
National Electrical Code 2020  
International Energy Conservation Code 2015

Snow load: 30 lbs./sq. ft.

Windspeed: 105 mph 3 sec. gust, single-family  
Risk Category 1 Vult = 120 mph  
Risk Category 2 Vult = 135 mph  
Risk Category 3, 4 Vult = 145 mph gust

Frost Depth: 36-inch frost depth

*\*Plan Size: 8 ½" x 14" size is recommended for Drainage and Site Plans because that size is to scale.*

## **BUILDING PERMIT SITE PLAN REQUIREMENTS**

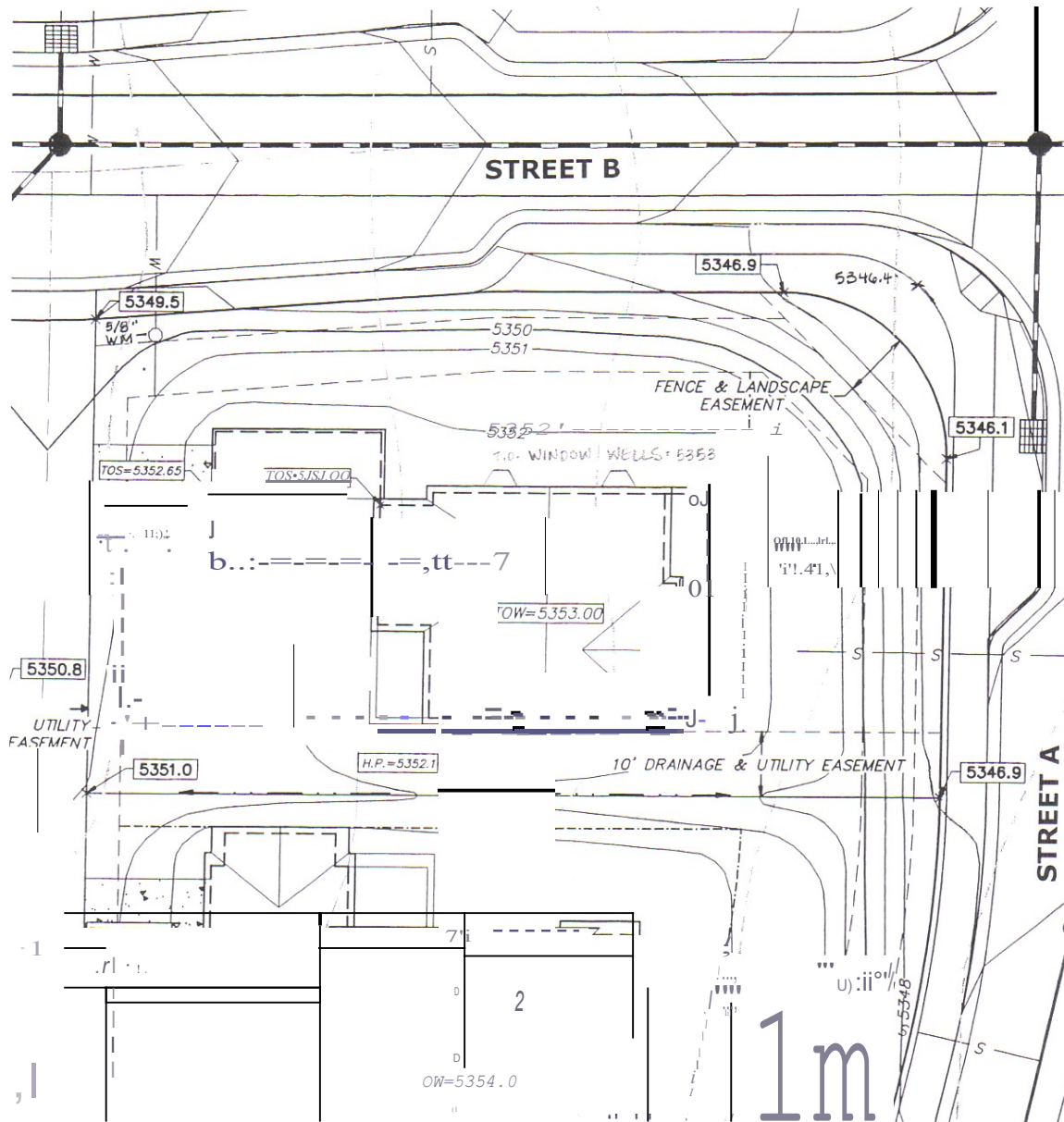
(revised 9/03)

The required Site Plan consists of **one drawing, size 11"x17" or smaller** for the proposed lot and must include the following:

1. Property address, lot, block, subdivision, filing number and drawing or revision date
2. Building envelope and required setback lines
3. Location of window wells and walk-outs
4. Lot coverage percentage
5. Elevations including:
  - Existing property corners
  - Proposed top of foundation (including stepped foundation elevations)
  - Proposed top of slab at garage door and at walkouts, if applicable
  - Proposed top of window well(s)
  - Controlling back of curb or sidewalk
  - Original elevation at middle of lot at front yard setback
6. Site Drainage
  - Proposed grading contours (spot elevations and arrows may be added to better demonstrate the direction of flow)
  - Original or overlots grading contours (accurate and easily deciphered from proposed contours)
  - 10% downward slope within the first 10'-0" from building foundation (where there is less than 20 feet between structures, 10% to the center of the swale in between)
  - 2% minimum downward site slope thereafter
  - Drainage high point(s) labeled with elevation(s)
  - Drainage leaving the site must be shown in controlled swales
  - Relationship to existing drainage patterns on adjacent lot(s) including contours and elevations.
  - Must comply to the subdivision drainage/grading plan
7. Limits of the driveway and the proposed percent of slope for the drive
8. Other pertinent information required to demonstrate proper site drainage and flow away from foundation, windows, and walkouts
9. Water service location into the property from the main, labeled include location of all connections from street to house or ADU
10. Water meter location labeled (with size), which must be within a utility easement, include location of proposed new meter
11. Water reclamation service location into the property from the main, labeled, include location of all connections from street to house
12. All easements, dimensioned and labeled
13. Property boundaries (dimensions and bearing), bordering lot(s) and adjacent street(s), labeled
14. North arrows and scale of the drawing (***scale must be divisible by ten***)

NOTE - the submitted Site Plan must be legible. Redlined plans will not be accepted.

**See Page 3 for example.**



**1111 STREET A**  
 LOT 1  
 BLOCK 1  
 LAFAYETTE SUBDIVISION  
 FILING NO. 1

DATE: 1/1/02  
 LOT COVERAGE = 29.2%

SCALE 1" = 20'

